

North Chicago Public Library
2100 Argonne Dr., North Chicago, IL 60064
Library Board of Trustees Meeting Minutes

Tuesday, December 13, 2022, 6:30 p.m.

Board Members and the public are invited to join with Google Meet:

<https://meet.google.com/ddn-uwmm-wuu>

Phone Number, (US)+1 585-491-9498,

PIN: 298 886 712#

I. CALL TO ORDER

The Library Board President, Madame Etta Robinson called the regular meeting of Trustees to order at 6:34 p.m. The meeting was held in the Board Room.

COMMITTEE ASSIGNMENT

Marketing: Trustee Hawthorn, Trustee Villanueva, Trustee Cox

Technology: Trustee Allen, Trustee Verdin

Personnel: Trustee Allen (Chair), Trustee Cox

Policy: Trustee Houston, Trustee Cox

Finance: Trustee Villanueva

Maintenance: Trustee Allen, Trustee Houston (Co-Chair)

Bookmobile: Trustee Hawthorn

II. ROLL CALL

Trustees Present (5): Jeanette Allen, Ebony Cox (virtual), Carmecia Hawthorn, Etta Robinson, Giovanni Verdin.

Absent Trustees (2): Edward Houston, Peter Villanueva.

Others Present (3): Library Director Lou Carlile, Jennifer Finnerty, Attorney James Hartman (virtual).

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE

Christmas cards were received from G.T. Landscaping, E-rate, and Prospect Heights Library.

V. APPROVAL OF MINUTES (page 5)

DISCUSSION: The Board also met November 8, 2022 but it was cancelled. Please note that the November 8th minutes were approved at the November 15th Library Board Meeting.

Motioned by: Trustee Allen to approve the November 15th, 2022 minutes.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Trustee Allen, Trustee Cox, Trustee Hawthorn, Trustee Robinson, Trustee Verdin.

Nays: None

Absent: Trustee Houston, Trustee Villanueva.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE (page 10)

DISCUSSION: The board discussion included: purchasing salt with petty cash for use on the sidewalks during days that the landscaping company doesn't come out, and three lines of charges for PrairieCat that include details of the grant money used to pay for the ILS migration from TLC to PrairieCat. Further discussion was on the party venue at Flanagan's, which cost \$700, noting that the \$200 deposit is refunded by Palm Venues.

Motioned by: Trustee Allen to pay the Bills totaling \$28,646.13.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Trustee Allen, Trustee Cox, Trustee Hawthorn, Trustee Robinson, Trustee Verdin.

Nays: None

Absent: Trustee Houston, Trustee Villanueva.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT (page 51)

DISCUSSION: The board discussed cruelty-free pest control and the purchase of three tablecloths with the NCPL logo.

Motioned by: Trustee Allen to approve the payment of the Credit Card totaling \$3,719.99.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Trustee Allen, Trustee Cox, Trustee Hawthorn, Trustee Robinson, Trustee Verdin.

Nays: None

Absent: Trustee Houston, Trustee Villanueva.

MOTION CARRIED

VIII. COMMITTEE REPORT

DISCUSSION: Details are included under each subsection.

Motioned by: Trustee Allen to approve all of the committee and staff reports.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Trustee Allen, Trustee Cox, Trustee Hawthorn, Trustee Robinson, Trustee Verdin.

Nays: None

Absent: Trustee Houston, Trustee Villanueva.

MOTION CARRIED

Finance: The report from the City Treasurer Vance Wyatt shows revenue of \$6,248.91. Expenses total \$134,001.93. The balance is \$1,378,010.68. (page 123). Discussion included the credit card fees which accrue when patrons pay fees with a credit card. Also discussed was how sick pay is included in payroll along with paid vacation time. Director Carlile noted that Liz Black can give the board access to Paylocity showing further paid time-off details. Paylocity also has job goals and job reviews for the board to access. The

trainset was upgraded and paid for by the Friends of the Library. A new program for Teens will be a Chess Club, starting in January. The bathroom remodeling project is set for Fall 2023 with architect Andy Dogan.

Policy: None

Maintenance: Director has two staff members getting quotes from service providers to estimate various repairs around the library. Trustee Verdin has a “punch list” prepared.

Personnel: Staff training day is tentatively set for January or February and will cover CPR certification. There is a Personnel meeting tomorrow, Wednesday December 14, to discuss personnel topics in detail. **Action Item**: update the personnel chart.

Technology: Director Carlile is getting quotes from Best Buy and CDW for laptops, desktop computers, and audio/video editing equipment.

Marketing: The new equipment will be upgraded (from the Technology committee) and then the board will market the new and upgraded technology. There will be a TV upgrade for the Steam Lab.

IT Lan: none.

Bookmobile: PrairieCat has issued NCPL a separate login for the bookmobile laptop. All bookmobile checkouts will be performed using the specific login for the bookmobile.

IX. STAFF REPORTS:

Director’s Report: (page 136) Director Carlile’s budget snapshot is due on December 15th. The contractor for the Library’s projects allows for any budget changes later on, and as needed. **Action Item**: President Robinson request for Director Carlile to ask if the City reduced any budget line items or removed the library’s ability to collect revenue from court fees such as speeding tickets. **Action Item**: President Robinson requests for a finance committee meeting with Director Carlile to go over the library’s budget.

Reference Department: (page 138) Discussion regarding adult programming included: a table for Comed in the Lobby will be coordinated to be on the same day as a job fair with Allendale, a Blood Drive with gift card incentives to donate blood, and a request for the programming calendar to be sent to all board members.

Children’s Department: (page 140) The board discussed the program called Lake County Birth to Age Five. The United Way provides supply kits for early learning. **Action Item**: the board requests information to be emailed to all board members regarding the Stearns

Family foundation. The Rotary club in North Chicago at the Stearns Family Foundation is currently looking to fill the various officers for 2023-2024, including President, Secretary, and Treasurer.

Technical Services (page 143): The statistics reports are for cataloging and circulation are different in PrairieCat. The statistics can be presented differently and include reciprocal borrowing data.

IT: **Action Item**: Trustee Verdin request for quotes to be presented at the next board meeting in order to for Trustees to be able to vote on equipment.

Circulation Department: None.

X. OLD BUSINESS:

The Christmas party was well received by all who attended. Trustees, Friends of the Library, the Mayor and his wife, and library Staff enjoyed Christams-Family Feud and other games. Suggestions for next time are to: start earlier, push the tables together, find a way for more library staff to attend, and maybe make the party a little bit longer and include an itinerary or dancing.

XI. NEW BUSINESS:

1. The Board discussed: the ALA conference is held in Chicago for 2023.
2. The board discussed how NCPL meets the standards required for the Per Capita Grant. **Serving Our Public 4.0 - Per Capita Grant**, (A copy is in each Board Binder).

Chapter 1:Core Standards

NCPL has an organized collection and a paid staff. The library is funded with public funds.

Chapter 2: Board of Trustees

NCPL has a board of Trustees that assist in the long-range planning for the library. The library prepares the IPLAR paperwork and submits data every year.

Chapter 3: Personnel

NCPL has staff to carry out he library's mission. HR ensures that each employee is treated properly and legally. The library gives job reviews annually.

Chapter 4: Access

People can easily access library materials. NCPL has proper lighting, organization, and staff to help people locate appropriate materials. Adult and Children's materials are separated for differentiating group interests.

Chapter 5: Building & Infrastructure

NCPL maintains the building and has an inventory of all its facility systems listed on a accessible document. The library allocates funds for periodic repairs or maintenance of the various systems.

Chapter 6: Safety

NCPL has emergency numbers for the police department and three panic buttons. Staff has annual training.

Chapter 7: Collection Management

NCPL offers a full range of materials and spends more than the minimum of 8-12% of its budget on materials.

Chapter 8 System Member & Resource Sharing

NCPL is a member of PrairieCat and OCLC.

Chapter 9: Public Services (Reference and Reader's Advisory)

Staff is available to help patrons access and use its collection.

Chapter 10: Programming

NCPL's offers free-of-charge programming for children, teens, adults, and seniors.

Chapter 11: Youth and Young Adults

Ages 0-18 are served at NCPL through books, free-of-charge programs, and has staff to assist appropriately.

Chapter 12: Technology

NCPL has a basic phone, fax, scanner, copier, internet access, email, website and maintains its hardware/software to meet the needs of the library's operations and public needs.

Chapter 13: Marketing, Promotion, and Collaboration

Library services and programs are based off the patron's needs or interests and NCPL demonstrates appropriate marketing to allow the community to know what the library is providing. NCPL uses the website, email, newsletter, and occasionally the City Hall newsletter to promote services and programs.

XII. ITEMS FOR NEXT MEETING AGENDA

Action Item: President Robinson request for Director Carlile to add the Vice President position to the next Board Meeting Agenda.

Next Meeting preparations: Please contact Director Carlile or President Robinson regarding any topics to be discussed at the January meeting.

XV. ADJOURNMENT

DISCUSSION: The next Regular Library Board Meeting of Trustees is scheduled for Tuesday, January 10, 2023 at 6:30 p.m.

Motioned by: Trustee Allen to adjourn the meeting at 7:53 p.m.

Seconded by: Trustee Hawthorn

ROLL CALL: Ayes: Trustee Allen, Trustee Cox, Trustee Hawthorn, Trustee Robinson, Trustee Verdin.

Nays: None

Absent: Trustee Houston, Trustee Villanueva.

MOTION CARRIED